

The Report

Want to get something done? Want to make sure you've done it all and done your best? Then, make a report, and present it in writing and in person for review.

Nothing beats making a report to present to someone. Knowing it will go to someone will automatically jump start your ego and pride. You will do a better report, you will check the facts, and you will be ready. By verbally giving it, you will also hear yourself speaking.

Making a report as if the person is in front of you allows you to hear yourself. In the listening to the words, you'll quickly see what works, what doesn't work, and what doesn't make any sense. Listening to yourself speak aloud gives you a better idea of what you could or should do. The exact same is true as you write the report.

The actual presentation makes it even better. There is feedback and discussion. If there is a better way, you will likely find it in this process. The talking and interaction works wonders. It is amazing. That is why people have coaches and talk things out with friends.

Until you do the report, you haven't done a complete job. Interestingly, having a scheduled time to give the report also makes you do the report in a timely manner and do it well. The schedule forces you.

You will feel good doing it. It will take less time than expected, and you will gain insights you may well not have previously realized.

I used to have a staff that assisted me when I sold insurance. They would put the package together for me to present the renewal quotations to the client. Ideally, they'd drop it on my desk and run. Often I'd ask them to sit and present the proposal. I'd listen and then ask questions as to pricing, coverage and options. I'd quickly see the level of preparation done.

By role playing and testing with my associates, it made us all better. Many times the proposal went back for refinement and improvement. When I delivered the final quotation and recommendations, I had confidence. I knew we'd done the homework and were not likely to be stumped.

If you don't have a coach, or don't want to hire one, at least role play with a friend. You need someone to talk to and to be accountable to. Being accountable makes you, your work, and your product better.

Need to get something done? Set a date to deliver and make the report. If you are like most, you'll get it done if for no other reason than to save the embarrassment of not doing what you had planned with another person.

Do it once or twice and you'll be hooked. You'll perform better.